

~~SECRET~~

66-534

7 FEB 1966

DD/ST# 802-66

**MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support**

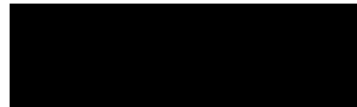
1. At the morning meeting today, the Director asked that we examine the Agency's publication effort to ensure that it is not overly costly and that duplication is avoided to the extent possible. The Director also raised the question of whether or not the number and volume of our publications are too great, and subject perhaps to synthesis and amalgamation.

2. The DD/I, at the meeting, explained that he is about to begin a review within his directorate of the publications produced and disseminated by that directorate.

3. I suggest that each of the other directorates likewise begin a review of its publications. The review should consider the types, periodicity, man hours, and costs involved as well as a listing of the consumers to whom the publications are sent. Conclusions should be reached on ways to streamline and consolidate these publications.

4. When each of you has completed this review -- which I hope can be accomplished within the next two weeks or so -- please let me know. I intend to designate a representative of the Office of the Director to chair an Agency-wide group made up of representatives of each of the directorates to look into this from an Agency-wide point of view.

25X1A



**L. K. White
Executive Director-Comptroller**

**cc: Inspector General
General Counsel
Director of National Estimates**

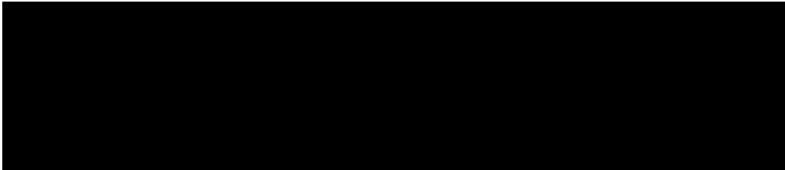

Prepare a notebook containing:

1) a brief (page-long) description of each publication.

2) A cost sheet: page cost, total annual cost in dollars & manhours ^{type of} per document.

3) Distribution sheet per document.

Provide all w/ a Summary of Conclusions, including ways in which cost may be reduced, duplication avoided and consolidation effected.

	<i>Prof.</i>	<i>Class.</i>	<i>Total</i>
<i>Personnel Involved</i>	25X1A 14	8	22
<i>Man hours / week</i>			
<i>Cost / year</i>			

*Does not include FMSAC daily or
event reports — ADM-12.5*

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<p><i>IPS only</i></p> <p><i>[redacted] wants</i></p> <p>1. No man has spent &</p> <p>2. Cost in preparation for printing (editing, preparing for pubs)</p> <p>No. of Proj (OST / MSGAC) - a dollar figure</p> <p>No. of release (" ") - no. of people</p> <p>SIR - 512A - no. of clerical +</p> <p><i>[redacted]</i> call figure out cost per man per year</p>					
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